

19 December 1951

TO : Deputy Director (Administration)  
THROUGH: Assistant Director for Policy Coordination  
FROM : Chief, Administrative Services  
SUBJECT: Administrative Support - OPC

25X1A9a 1. In view of recent decisions by the Director and a desire on the part of Administrative Services to accomplish as much forward planning as is possible to be sure of providing adequate administrative support for field activities of OPC, a meeting was held with Mr. [REDACTED] Chief, Administration and Logistics Staff, OPC, on Monday, 17 December 1951, to discuss the problems involved. The problems which we discussed were with particular regard to real estate, machine records, reproduction and printing and transportation.

25X1A9a 2. The discussion led to the fact that Mr. [REDACTED] staff must of necessity look to the area divisions for information with regard to future operations and that the planning within the area divisions is rather difficult due to the lack of a sufficient number of trained personnel to assist in determining support requirements.

3. Planning is, of course, the first phase of the problem; the second phase obviously is implementation. At the present time Administrative Services would not be in a position to give support to planned operations in the future because of a lack of information regarding these plans. It is obvious that Administrative Services will have to materially assist the area divisions, through the Chief, Administration and Logistics Staff, in developing concrete plans acceptable to the Project Review Committee and which are sufficiently clear-cut to provide implementation.

25X1A9a 4. At this meeting, I suggested to Mr. [REDACTED] that, with the approval of the DD/A, Administrative Services could establish what I would call a Field Group, which would be in addition to the normal T/O of Administrative Services, primarily for the purpose of recruiting skilled and experienced personnel and the training of the personnel. In this manner Administrative Services would be in a position to provide trained personnel to the area division to assist in the planning activity and also to supply personnel for overseas bases.

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5. Plans at the present are not sufficiently complete to support a Field Group. However, if administrative support is to be given as required by OPC, recruitment and training action must be taken now. For that purpose, I recommend fifty (50) additional positions ranging from GS-7 to GS-14 for recruitment and training, in accordance with schedules of tentative requirements to be agreed upon with representatives of OPC.

6. In view of the fact that this matter affects almost every other administrative activity in the same manner that it affects Administrative Services, and in some cases to a greater extent, I recommend that the establishment of Field Groups for the same purposes be authorized for other administrative activities.

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CONCUR:

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Chief, Administration & Logistics Staff, OPC  
Hilary

cc: Chief, Administration & Logistics Staff, OPC  
Chrono  
OPC File